



The Secretariat
10 Anson Road
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17 August 2007

Dear Members

IIA Quality Assurance Assessment: Performing QA Reviews 2.5 Days Workshop 1 – 3 October 2007

Effective January 1 2002, The Institute of Internal Auditors' *Standards for the Professional Practice of Internal Auditing Standards* require a mandatory **Quality Assurance Review to be conducted by an external party at least once in each five-year period**. Reviews can be totally outsourced or you can conduct an internal review and then have that review validated by an accredited external reviewer. In either case, an internal review *must* be undertaken.

In order to assist members in complying with the *Standards*, IIA Singapore is organizing a **eighth workshop** on Quality Assessment. Please refer to the attached write-up on course outline and coverage.

The aim of this 2.5 Days course is to provide training in the quality assurance reviews. The course is targeted at

- Auditors, regardless of level, who want to help their organization enhance their internal quality assessment program and/or prepare for an external quality assessment.
- Auditors, executive, and Board/Audit Committee members who are interested in learning how to evaluate and improve their internal auditing function.

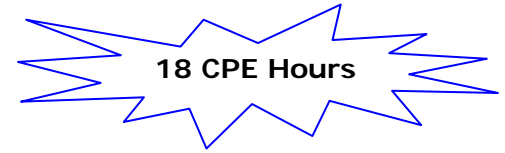
Subject to **participant's full (100%) attendance** and successful completion of **the entire course**, a certificate is given indicating the recipient is a Qualified Internal Assessor/Validator, which means the person is qualified to perform independent validations of self assessments as outlined in the *Standards* for an external organization. **(To reiterate, participants will not receive a certificate if they are unable to attain 100% attendance.)** This accreditation may also be used as part of an internal quality process.

The course will be conducted by Mr. Donald Espersen, CIA, an independent internal audit practitioner, business risk/control advisor, and professional trainer based in St. Paul, Minnesota, USA. His background includes developing several of the IIA's seminars which include Internal Quality Assessment: Countdown to Quality and working with numerous large/small organizations on Internal Audit quality assessment and improvement projects

Please note that the class size of this course will be kept small and registrations will be accepted on a first-come-first-served basis. Registration and payment must be received by **September 19th, 2007** to give the IIA Secretariat sufficient time to prepare the course materials which will be dispatched about one week before course commencement to enable participants to do pre-course reading.



Administrative Details of the seminar are as follows:



- Date:** 1 – 3 October 2007
- Time:** 8:30am to 5:00pm (1 – 2 October 2007)
8:30am to 12:45pm (3 October 2007)
(Lunch & refreshment provided. Except for 3 Oct, lunch is not included)
- Registration:** 8:00am
- Venue:** **Grand Plaza Park Hotel**
Ballroom 1, Level 2
10 Coleman Street
Singapore 179809
- Fee:** \$1,300* (IIA/ISACA members)
\$1,500* (non-members)
* **No GST payable**
- Closing Date:** **19 September 2007**
- Max Participants:** 40 only

To register, please complete the reply slip and fax to the Secretariat. Registration will only be confirmed upon receipt of payment. **No invoice will be issued.**

Yours sincerely,

Eric Lim
Education Committee

Join the “A” Team

The QA Team that is:

QUALITY ASSESSMENT INTERNAL ASSESSOR/VALIDATOR ACCREDITATION COURSE

2.5 Days Workshop
(18 CPE Hours Available)

You Now Have the Perfect Opportunity To...

- Learn about the new *Professional Practices Framework*, including the *International Standards for the Professional Practice of Internal Auditing*.
- Understand the Quality Assurance Standards and the mandatory external assessment requirements.
- Discover state-of-the-art quality assessment techniques and processes.
- Identify best practices and key benchmarking criteria that separate top performing internal audit activities from the rest of the pack.
- Prepare your department for a future external assessment.
- Explore the Self-Assessment with Independent Validation option and process.
- Become a qualified Internal Assessor/Validator.

COURSE OUTLINE

- **The Evolution of Internal Auditing and Impact on Quality Assessment.**
- **Quality Assessment Objectives.**
- **The Professional Practices Framework.**
- **The Quality Assurance Standards (Mandatory External Assessment Requirements).**
- **Organisation and Internal Auditing Environment.**
- **External and Internal Quality Assessment Processes (Assessment Tools and References and Best Practices)**
- **Internal Assessment with Independent Validation Process.**
- **Hands-on Quality Assessment Practical Application Experience**
- **Final Quiz.**

COURSE MATERIALS PROVIDED:

- **2.5 Days Internal Assessor/Validator Accreditation Course Workbook**
- **Quality Assessment Manual - 5th Edition**
- **The New Professional Practices Framework (The New Redbook)**

REPLY SLIP

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IIA Quality Assurance Assessment: Performing QA Reviews
2.5 Days Workshop
1 – 3 October 2007

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA Membership No.

Terms and Conditions

1. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
2. Payment must be received **before 21 September 2007**.
3. No invoice will be issued. Fees paid are not refundable.
4. Substitutions for persons unable to attend have to be made in writing 3 days prior to the event.
5. Extra charges will be incurred where a non-member substitutes a member registrant.
6. Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore".
7. Reservation is not allowed.
8. Each organization is allowed 2 participants for the QAR course. If vacancies arise, applicants on wait list will be given priority.
9. Organizer reserves the right to make any amendments or changes to the programmed, venue, speaker replacements or topics if warranted.
10. Any request for special food arrangement must be made at time of registration.

Enclosed is a cheque number _____ for S\$ _____ being payment for _____ IIA/ISACA member(s) @ S\$1,300 and _____ non-member(s) @ S\$1,500.

Participants will be awarded eighteen CPE credit upon completion of the course.

Complete and Fax to: (65) 6220 5972

DONALD ESPERSEN, CIA

Donald Espersen, CIA, is an independent risk/control advisor and internal auditor based in St. Paul, Minnesota, USA. His firm, despersen & associate, specializes in the design/delivery customized training programs and internal audit quality improvement activities. He has worked with client groups in Asia, Canada, Europe, Mexico, the Middle East, South America, and the United States.

Prior to forming despersen & associate in 1999, Espersen held a variety of Chief Audit Executive internal audit management and staff positions in several financial services organizations. Don is one of the primary facilitators for The Institute of Internal Auditor's (IIA) Chief Audit Executive's Vision University series. Additionally, he has developed and led many of the Institutes seminars.

Espersen is an active member of the IIA. He currently is a member of the Board of Research & Educational Advisors, and is the co-editor of the Internal Auditors "Risk Watch" column. He is also an IIA distinguished faculty member, holds The IIA's accreditation in Internal Quality Assessment/Validation, and has a B.S. in Business from the University of Minnesota. Biographical Information.